

	<b>Montana Mental Health Nursing Care Center Policy Manual</b>	<b>Policy Number</b>	<b>414</b>
		<b>Original Date</b>	<b>06/16/1993</b>
		<b>Revised Date</b>	<b>04/17/2015</b>
	<b>Department: Personnel</b> <b>Employee Dress and Grooming</b>		

### **POLICY:**

Employees will maintain a high level of personal hygiene and dress consistent with their job duties and generally accepted professional standards.

### **PROCEDURE:**

1. For all employees, clothing must be clean, in good repair and not show excessive wear. Safety and sanitation, as required in the employee's job description, must be considered when the employee chooses work clothing.
2. Employees must be odor free, have hair clean and combed, and be shaven (unless growing a beard) when they report for work.
3. Clothing should fit properly, that is, not form fitting, too tight, or sloppy in appearance.
4. No sheer materials, clinging knits or other materials that draw attention to body parts.
5. Tops can not have lettering or pictures that may be considered offensive to employees or residents. Graphics, small lettering denoting brand name or patterns are acceptable.
6. Hats and caps are not to be worn by employees unless allowed or required by the individual department.
7. In a mental health care facility, the employee is expected to provide a model for the resident. The employee's appearance is important in prompting the resident. The employee is also a representative of the institution and the State of Montana and must provide a favorable impression to the general public.
8. Jewelry worn by employees must be appropriate to the work setting and project a professional image. Per USDA Food Code: Dietary Staff may wear wedding ring and plain wrist watch only.

Facial piercings: a) one in each ear  
b) one small stud (nose)

**Employee Dress and Grooming**

Rings must be small enough to allow use of gloves, with no risk of tearing the gloves or catching on equipment. Tattoos generally should be covered and tattoos that cannot be covered cannot be offensive to employees or residents.

9. No keys or identification badges are to be worn around the neck via lanyards including ones with breakaway clasps.
10. All staff may wear jeans on Fridays.

**A. Nursing Service/Cosmetology/Recreation**

1. Long hair must be pulled back or contained.
2. Shoes covering the toe are required. No hanging bracelets, necklaces, or dangling earrings are allowed. Tank tops, halter tops, crop tops, sleeveless tops, sweat shirts, sweat pants, wind pants or athletic pants, shorts, tie-dye pants, army fatigue pants, black or blue denim pants are unacceptable. Knee length split skirts and Capri pants may be worn. Due to infection control, and hand washing no more than 1 ring may be worn on each hand.
3. Fingernails must be kept short to prevent the possible spread of infection. It is also a safety issue when providing care to residents.
  - A. Artificial nails are not allowed.

**B. Dietary**

1. Hair must be restrained by either a hair net or cap.
2. Shoes covering the toe are required. No hanging bracelets, necklaces, or dangling earrings are allowed. Tank tops, halter tops, crop tops, sleeveless tops, sweat shirts, sweat pants, wind pants or athletic pants, shorts, tie-dye pants, army fatigue pants, black or blue denim pants are unacceptable. Knee length split skirts and Capri pants may be worn. Due to infection control, and hand washing no more than 1 ring may be worn on each hand.
3. Fingernails must be kept short to prevent to possible spread of infection.
  - A. Artificial nails are not allowed.

**C. Administration/Medical Records/Social Service**

1. Tank tops, halter tops, crop tops, sleeveless tops, sweat shirts, sweat pants, wind pants or athletic pants, shorts, tie-dye pants, army fatigue pants, black or blue denim pants are unacceptable. Knee length split skirts and Capri pants may be worn.

**D. Maintenance/Housekeeping/Purchasing/Laundry**

1. Long hair must be pulled back or contained.
2. Tank tops, halter tops, crop tops, tie-dye tops, sweatshirts, sweat pants, wind pants, athletic pants, army fatigue pants, and shorts are not acceptable. Jeans may be worn. Clogs or backless shoes are not acceptable footwear. Shoes covering the toe are required. No hanging bracelets, necklaces or dangling earrings are allowed. Knee-length split-skirts and Capri pants are acceptable. Hats/caps may be worn when working outside.

Exceptions to this policy may be authorized by the Superintendent or designee for special events or circumstances.